

EXAMPLE: STATEMENT OF WORK FOR OFFICE WORK

NOTE: This example was used in an Activity Tutorial and is intended to serve as an example only.

Description of Work:

General office work involves extensive use of computers (laptop, desktop, mobile), and office productivity software and peripherals required in the normal development/delivery of office-related work product(s).

Processes:

Processes can include the following:

- Performing data analysis
- Performing data entry
- Preparing documents and presentations
- Writing and/or compiling reports
- Writing (or supporting the development of) procedures, policies and programs
- Providing communications and customer support

Typical Equipment:

Typical equipment found in Office Spaces includes:

- Computers (laptops, desktop, mobile)
- Phones (desk and mobile)
- Use of routine office equipment (copiers, paper cutters, staplers, etc)
- Use of work productivity software and systems

More Details:

- **Duties do not** require the use of specialized equipment / processes or hazardous materials other than would be required in the normal development and delivery of office-related work product(s).
- **Duties do** require particular attention to ergonomic factors including adequate lighting, seating, desktop height, posture, possible use of phone headsets, and regular breaks.
- Any discomfort should be immediately reported to the supervisor.